

Department of the Army
Policy on Selection and Placement of Civilians in Acquisition and
Technology Workforce Positions

June 4, 2002

- References:
- (a) Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended by Section 808, Public Law (PL) No. 106-398, National Defense Authorization Act (NDAA) for Fiscal Year 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001; and as may be subsequently amended by future statutory changes.
 - (b) DoD Directive 5000.52, "Defense Acquisition, Education and Training Program, " October 25, 1991.
 - (c) DoD Instruction 5000.58, "Defense Acquisition Workforce," Change 3, January 13, 1996.
 - (d) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," Change 1, March 21, 2002.
 - (e) DoD Priority Placement Program Operations Manual, July 1998, and subsequent changes.
 - (f) DoD Qualifications Program Operations Standard for GS-1102 Occupational Series, August 24, 2001.
 - (g) AR 690-950, Civilian Personnel Career Management, December 31, 2001.
 - (h) Under Secretary of Defense (Acquisition, Technology and Logistics) Memorandum, May 13, 1999, subject: Refined Packard Key Acquisition and Technology Workforce Identification Policy for the Fiscal Year 1999.
 - (i) Memorandum SAAL-ZAC, subject: Delegation of Authority, dated March 16, 2001.
 - (j) Memorandum, Under Secretary of Defense for Personnel and Readiness, subject: Changes in Education Requirements for the Acquisition Workforce, dated March 31, 2001.

- (k) Memorandum, Office of the Assistant Secretary of the Army (Civilian Personnel Policy), subject: Section 808 of the Fiscal Year 2001 National Defense Authorization Act (NDAA), Public Law 106-398, dated March 23, 2001.
- (l) Army Waiver Guidance and Procedures for Acquisition & Technology Workforce Critical Acquisition Positions, May 24, 2002.
- (m) Army Acquisition Corps (AAC) Personnel Operations Letter No. 3, May 16, 1995.
- (n) Department of the Army Policy and Procedures on Selection and Placement of Civilians in Acquisition and Technology Workforce Positions, December 5, 2001.

A. PURPOSE

This policy implements the qualification requirements required in Title 10 United States Code, Chapter 87, Sections 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended by reference (a) and as may be subsequently amended by future statutory changes. This document rescinds reference (m) and (n).

B. APPLICABILITY AND SCOPE

This policy applies to the recruitment, announcement, review, selection and placement for filling permanent, temporary and term civilian positions in the Acquisition and Technology Workforce (A&TWF), to include Critical Acquisition Positions (CAP) that require Acquisition Corps (AC) membership. This policy does not apply to the Senior Executive Service or to other Army AC board-select programs, such as those for program, project , product managers.

C. DEFINITIONS. Enclosed

D. POLICY

1. The Director for Acquisition Career Management (DACM), acting through the Deputy Director, Acquisition Career Management (DDACM), shall provide consistent, Army-wide guidance to ensure that individuals are selected for acquisition positions in accordance with statutory and regulatory requirements.

2. In accordance with reference (h), the refined Packard definition shall be the approved methodology for identification of A&TWF positions. Only the DACM has the authority to remove CAPs identified under the definition from the acquisition workforce.

3. All GS-14 and above/Personnel Demonstration Projects equivalent converted broadband/pay-band positions identified by the refined Packard methodology are considered to be CAPs. NOTE: Personnel demonstration project broadband/pay-band positions that encompass converted equivalent grades GS-13 and GS-14 will be designated as CAPs. However, incumbents will not be required to be accessed into the AC until their rate of pay equals or exceeds the rate for GS-14, Step 4. Management will then ensure submission of paperwork to the Acquisition Management Branch (AMB), U.S. Army Personnel Command (PERSCOM), for accession of the incumbent into the Army AC.

4. Selection for CAPs shall be made from those in, or otherwise qualified for, the AC. The DACM may waive that provision (in writing) in circumstances when it is determined that qualified AC members are not available.

5. To the extent the implementation of this policy impacts on bargaining unit members' conditions of employment, such implementation must be accomplished in accordance with all statutory and contractual labor relations obligations.

6. All individuals, including those from inside and outside of the federal government, may be selected for A&TWF positions if they meet the basic eligibility and qualification requirements established for a position and meet the education, training, and experience requirements, or the equivalent, for AC membership as established by DoD Instruction 5000.58 and DoD 5000.52-M. Meeting acquisition position training/certification requirements is a condition of employment. Individuals must meet level III position certification/training requirements within 18 months of entrance on duty or obtain a waiver.

7. Individuals may be **tentatively** selected for a CAP pending verification of AC membership or accession into the AC. A **permanent** offer may not be rendered until verification is accomplished or a waiver is granted in accordance with reference (I).

E. RESPONSIBILITIES

1. The DACM shall:

a. Maintain oversight and control of the process for assignment to acquisition positions.

b. Identify and maintain a list of acquisition positions.

c. Provide guidance, consistent with references, that clearly identifies the AC membership and position certification requirements for acquisition positions.

2. The DDACM shall approve AC membership.

3. The Director, Acquisition Support Center (ASC), will assist the DACM and the DDACM in carrying out their responsibilities.

4. The Assistant G-1 for Civilian Personnel Policy is responsible for overall civilian personnel policy in the Army and shall:

a. Ensure that policy and procedures for selection to A&TWF positions are consistent and comply with applicable laws, OPM regulatory requirements, and with overarching DoD and Army personnel policies and programs.

b. Ensure dissemination of the policy and procedures and adherence to same by appropriate personnel organizations.

5. The AMB, PERSCOM, is responsible for verifying AC qualifications and processing the documents for accession into the Army AC. All CAP selections are tentative until the AMB review is complete and the DDACM has approved AC membership. AMB will follow the Army Waiver Guidance and Procedures for Acquisition and Technology Workforce Critical Acquisition Positions (reference I) when waivers of AC requirements are requested.

6. The Acquisition Career Program Board (ACPB) shall provide working level review of policies, programs and procedures, and make recommendations to the DACM, as appropriate.

7. The Functional Chief Representatives shall define criteria for acquisition positions in their career fields and assist the DACM in oversight and control of these positions.

8. Acquisition commands and organizations shall identify A&TWF positions in accordance with the refined Packard methodology and guidance provided by the DDACM.

F. EFFECTIVE

This policy is effective immediately. The DDACM will issue procedures to implement this policy.

//Original Signed//

MARY FULLER
Colonel, SC
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Enclosure